**CURRICULUM VITAE**



**Chalani Rangana Ekanayake**

No. 219/4, Kottegoda Gardens,

Ilukwattha Kadugannawa.

Telephone : 077-9578495 0779578203

E-mail :chalani1992@gmail.com

***Career Objective***

To obtain Responsible and a rewarding career position that will fully incorporate academic and professional skill, knowledge talent and goods.

***Working Experience***

* Present Employment - HR Assistant at Indra Traders (PVT) Ltd form 2013 January to up to date
* Key Responsibilities
* Maintaining Personal files
* Arranging & Coordination
* Maintaining attendance & Leave records
* Maintaining EPF Register Book
* Mentoring "ABH" forms & preparing for Registration
* Monitoring Attendance for harbor & Marketing Drivers.
* Preparing all relevant HR Letters/ Documents Certificates and Appointment letter
* Organizing & participation of company social Activities.

***Education Qualification***

* Passed G.C.E. Advance Level Examination - 2011

Sinhala B

Political Science C

Logic C

English S

* Passed G.C.E. Ordinary Level Examination - 2008

Dancing B

Sinhala C

Civics C

Buddhism C

English C

Mathematics S

Science S

History S

Home Science S

***Personal Information***

Name in full : Chalani Rangana Ekanayake

Address : 219/4, Kottegoda Gardens, Illukwaththa, Kadugannawa

School Attended : Good Shepherd Convent, Kandy

Date of Birth : 1992-12-21

NIC No. : 928560619V

Sex : Female

Nationality : Sri Lanka

Civil Status : Single

Contact No. : 077-9578495 077-9578203

E-mail Address :chalani1992@gmail.com

***Other Qualification***

* I completed human Resource Management Certificate Course and Human Resource Diploma in (Sinhala Medium)
* I completed spoken English Course in ICBT Kandy Campus.
* I completed Human Resource Management foundation Course in IPM & Present following Certificate Course in IPM – ( **English Medium )**

***Extra Curricular activities***

* Member of School Dancing and Music Group
* Leader of School Heavici Band

***Sporting Activities***

* Played table tennis inter house tournament

**Awards and other achievements**

* Participated table tennis inter house sport meet and won championship
* Participated states ballet drama competition in 2008
* Participated all Island dancing competition

***Name of Non Related Referees***

* Deshashakthi, Deshamanya  
  Rnt. PHE Sunil Wakadapola  
  Charter President  
  ( ROTARY KANDY HERITAGE)  
  Tel:0777663155 / 081 2499785  
  sunilwekadapola.associates@gmail.com
* S.T.DE Alwis,

Manager Human Resources

Indra Traders (pvt)Ltd

Mobile : 071-9947923

Residence : 066-2224636

I declare that the particulars given in this application are true and accurate; the originals of my certificates can be forwarded when I am called for an Interview. If I am selected for the post I assure you that I will do my be to serve your company comparatively and effectively.

Thanking You,

Yours Truly.

24.07.2014 Chalani

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Date Signature